



**HUMAN RESOURCES INFORMATION SYSTEMS
MANAGEMENT SPECIALIST COURSE**

TERMINAL LEARNING OBJECTIVE

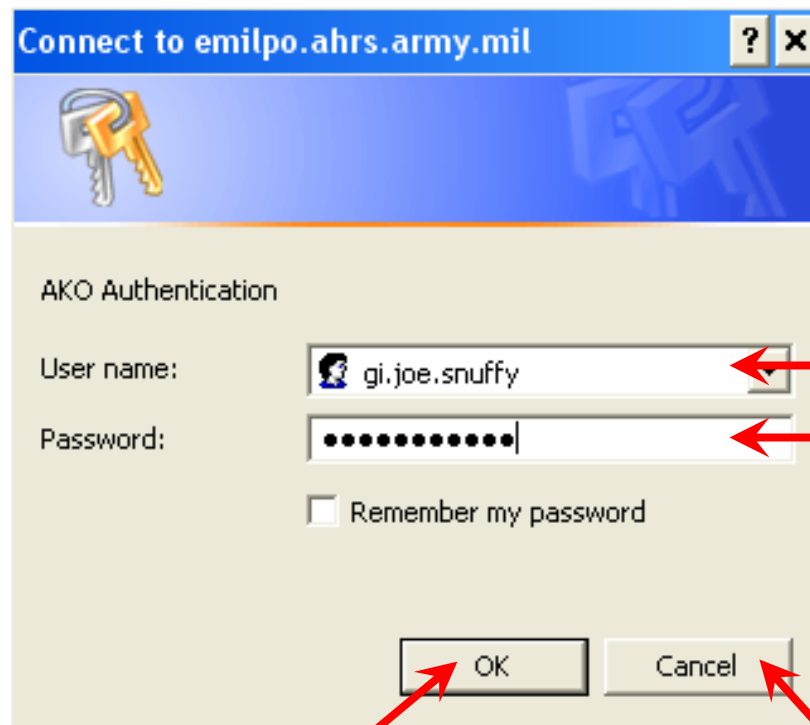
ACTION: Perform System Administration.

CONDITIONS: Given a list of Unit Identification Codes (UIC), user names, eMILPO Access Request Forms, and access to a personal computer with an eMILPO Portal available.

STANDARDS:

1. Accessed the AHRs Portal.
2. Performed User Account Functions.
3. Performed System Functions.
4. Created System Reports.

“AKO Authentication”



Connect to emilpo.ahrs.army.mil

AKO Authentication

User name: gi.joe.snuffy

Password:

☐ Remember my password

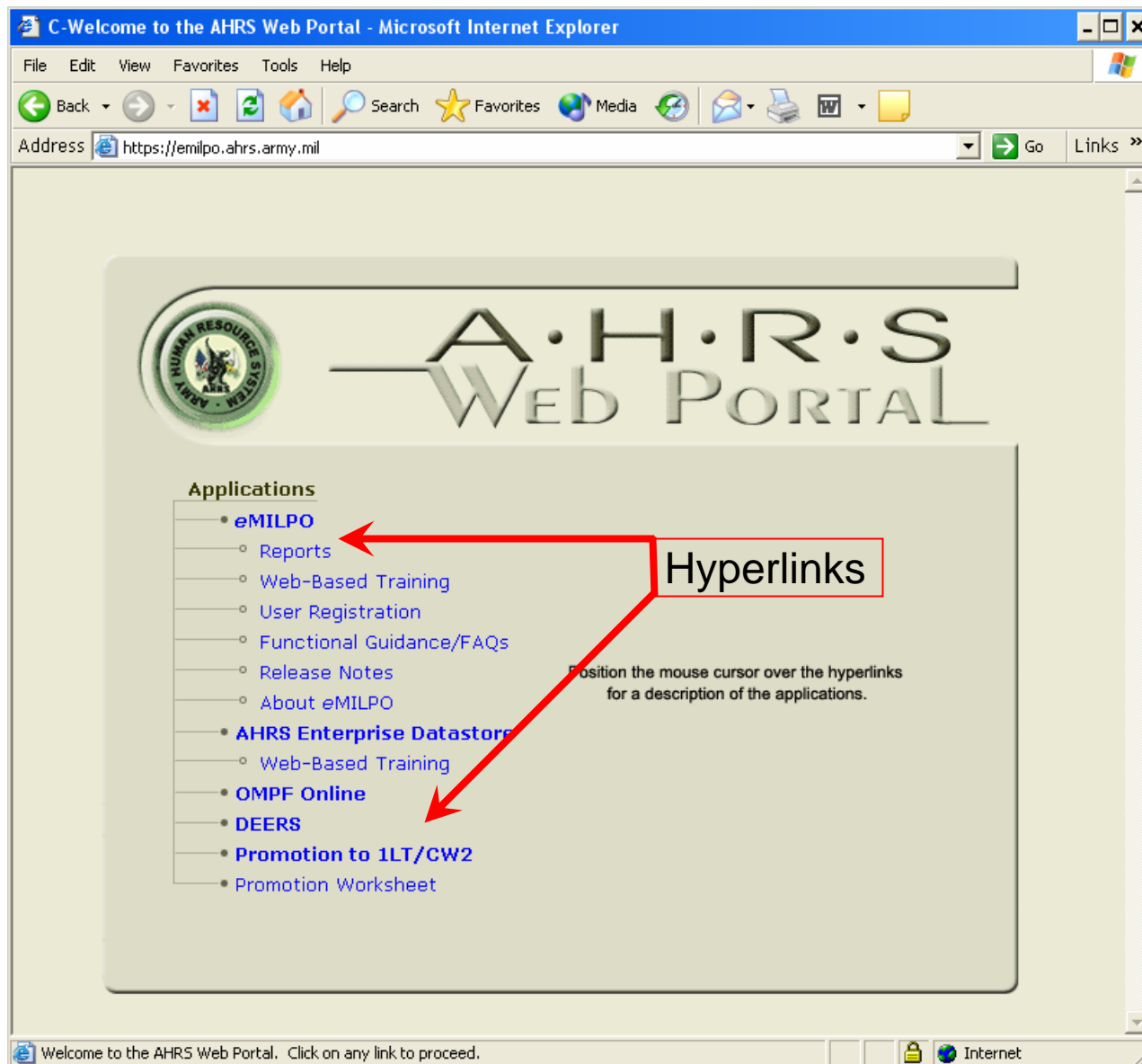
OK Cancel

Provide a valid User Name and Password.

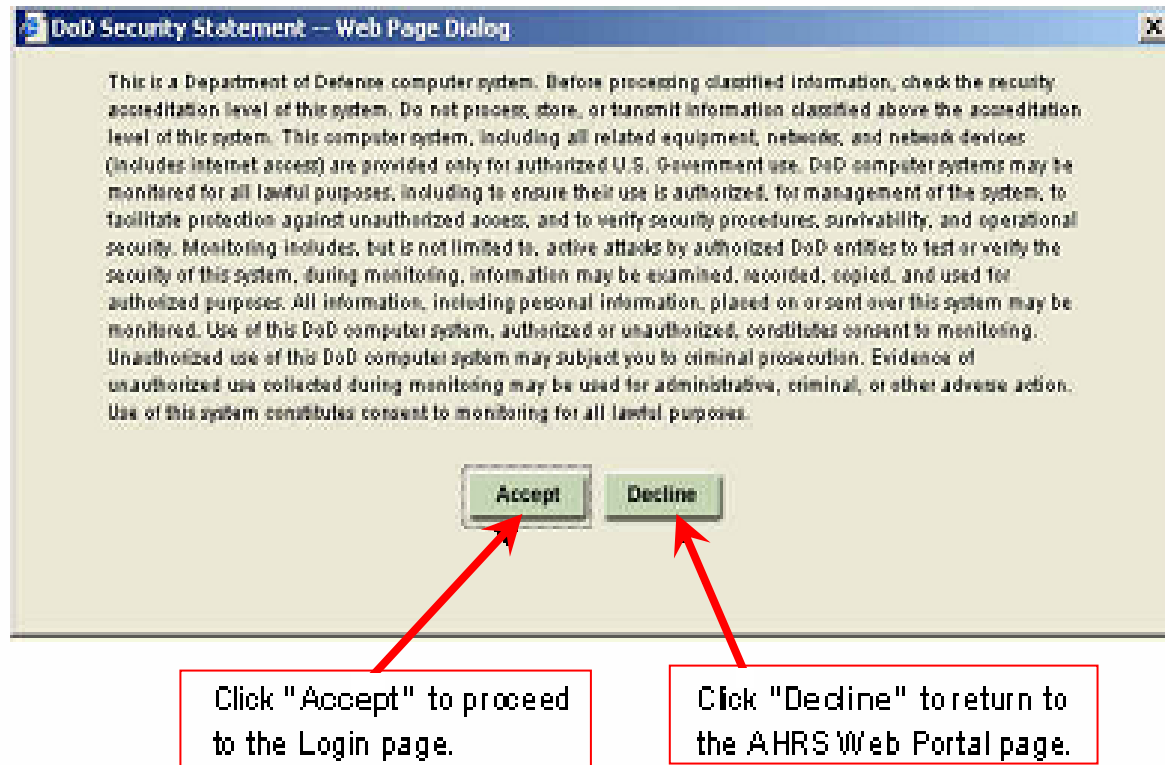
Click “OK” to Proceed.

Click “Cancel” to exit without proceeding.

“AHRS Web Portal”



“DoD Security Statement”



“eMILPO Login Authentication”

Enter Network Password

Please type your user name and password.

Site: whromcu002

Realm: AKO Credentials

User Name: Staci Turner

Password: [masked]

☒ Save this password in your password list

OK Cancel

Provide a valid User Name and Password.

Click “OK” to Proceed.

Click “Cancel” to exit without proceeding.

“User Registration”



The screenshot shows a web page titled "User Registration" with the Army Human Resource System logo in the top left. A "Help" button with a question mark icon is in the top right. The main text instructs users to select a document format for downloading the Access Request form, noting that the form needs approval before submission. It provides a link to "Help" for business rules. Below this, it states that Adobe Acrobat Reader can be downloaded from a specific link, accompanied by the Adobe Acrobat Reader logo. Two links are provided: "MS Word Format" and "Adobe Acrobat Format". A "Close" button is at the bottom center.

Click Help to view business rules for User Registration.

Click this link to download Adobe Acrobat Reader.

Click "Close" to exit the page and return to the AHRIS Web Portal page.

eMILPO ACCESS REQUEST FORM

For new account, modification, and removal of existing account, please complete the form and submit to your supervisor or manager for approval. The approved form will need to be submitted to the system or user administrator for your unit too. Initial user account can be created. Please note the specific explanations below:

Workflow Role: Includes BMSC CHet, BMSC Clerk, PSC CHet, PSC Clerk, Commanding Officer, Career Counselor, Senior System Administrator, System Administrator, Unit Administrator, PERSTEMPO CHet, PERSTEMPO Clerk, BDES CHet, BDES Clerk, and User.
User Role: User Administrator and User.
Requested Functions can be selected by categories or areas.
User may be associated with up to 15 UICs.

User Information			
Name:			SSN:
AKO User ID:			E-Mail Address:
Phone Number:	Rank:	PO Grade:	
Unit Profile Information			
Associated UIC(s):	User Role (optional):		
Start Date:	End Date:		
Supervisor/Leader/Manager Information			
Name:	Phone Number:		
Requested Functions			
<input type="checkbox"/> Pers. Services	<input type="checkbox"/> Pers. Accounting	<input type="checkbox"/> Reassignments	<input type="checkbox"/> Promotions
		<input type="checkbox"/> Readiness	<input type="checkbox"/> Sys Admin.
		<input type="checkbox"/> PERSTEMPO	
Personnel Services		Personnel Accounting	Reassignments
<input type="checkbox"/> Emergency Notification <input type="checkbox"/> Address <input type="checkbox"/> Name Change <input type="checkbox"/> Personal Data <input type="checkbox"/> Phone Number <input type="checkbox"/> SSN Correction <input type="checkbox"/> Service/Misc. Dates <input type="checkbox"/> Military Spouse (MACP) <input type="checkbox"/> Family Member <input type="checkbox"/> SFPA <input type="checkbox"/> Individual Awards <input type="checkbox"/> SGLI <input type="checkbox"/> Civilian Degree <input type="checkbox"/> Civilian Education <input type="checkbox"/> Military Education <input type="checkbox"/> Lost Time <input type="checkbox"/> Field Determined Security Status <input type="checkbox"/> Citizenship <input type="checkbox"/> Professional Certification <input type="checkbox"/> GI Bill		<input type="checkbox"/> Assignment/Duty History <input type="checkbox"/> Soldier Mobilization <input type="checkbox"/> Soldier Demobilization <input type="checkbox"/> Unit Mobilization <input type="checkbox"/> Unit Demobilization <input type="checkbox"/> RC Transition to Active Duty <input type="checkbox"/> Attach RC Soldier <input type="checkbox"/> Drop from Rols or Strength <input type="checkbox"/> Return from DF R/D FS <input type="checkbox"/> Revoke DF R/D FS <input type="checkbox"/> Soldier Transition/Loss to the Army <input type="checkbox"/> Mass Transition <input type="checkbox"/> PCS Departure	<input type="checkbox"/> Schedule Briefing <input type="checkbox"/> Briefing Attendance <input type="checkbox"/> HQ DA Reassignments
<input type="checkbox"/> Assignment Considerations <input type="checkbox"/> AEA <input type="checkbox"/> Army Physical Fitness <input type="checkbox"/> Personal Management Tests <input type="checkbox"/> ASVAB/AFQT Scores <input type="checkbox"/> Weapons Qualification <input type="checkbox"/> MOS <input type="checkbox"/> Readiness <input type="checkbox"/> Overseas Assignment Data		<input type="checkbox"/> Promotion <input type="checkbox"/> Schedule Briefing <input type="checkbox"/> Briefing Attendance <input type="checkbox"/> HQ DA Reassignments	
Personnel Accounting		Promotions	
<input type="checkbox"/> Soldier Arrival <input type="checkbox"/> OCONUS Arrival <input type="checkbox"/> Mass Arrival <input type="checkbox"/> Revoke Arrival <input type="checkbox"/> Attach Soldier <input type="checkbox"/> Mass Attachment <input type="checkbox"/> Staging <input type="checkbox"/> Duty Status <input type="checkbox"/> Patient Tracking		<input type="checkbox"/> Enlisted Reduction <input type="checkbox"/> Lateral Appointment <input type="checkbox"/> Promotion <input type="checkbox"/> Deny Promotion <input type="checkbox"/> Special Category Promotion <input type="checkbox"/> Restore/Revoke Previous Rank <input type="checkbox"/> Correct Date of Rank <input type="checkbox"/> Rank History <input type="checkbox"/> Enlisted Advancement Report (AAA-117) <input type="checkbox"/> Enlisted Promotion Report (AAA-294)	
PERSTEMPO			
<input type="checkbox"/> Unassociated Soldier Events <input type="checkbox"/> Individual Events <input type="checkbox"/> Mass Events <input type="checkbox"/> Outprocessing Report			
Readiness			
<input type="checkbox"/> Personnel Availability Report (PAVR) <input type="checkbox"/> Human Resource Authorizations Report (HRAAR)			
System Administration Information			
Name:			
Signature and Date:			

"eMILPO Access Request Form"

Form Sections:

User Information

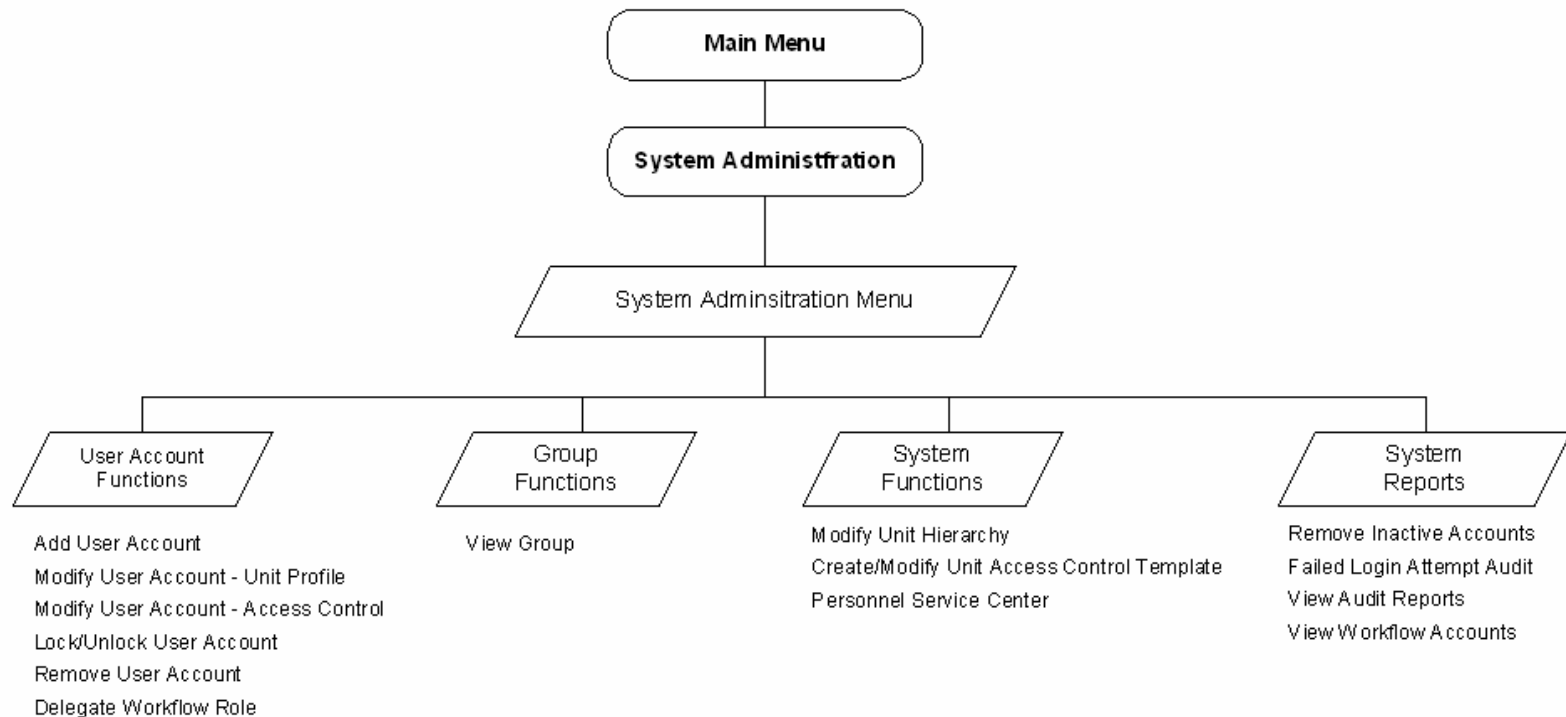
Unit Profile Information

Supervisor/Leader/manager Information

Requested Functions

System Administration Information

“System Administration Menu”



“System Administration Menu eMILPO Screen”



The screenshot displays the 'System Administration Menu' interface. At the top left is the Army Human Resource System logo. The title 'System Administration Menu' is centered at the top. To the right of the title are four icons: Menu, Help, Print, and Exit. Below the title, a paragraph explains the page's purpose and provides instructions for using the functions. A bullet point indicates that the 'Submit' button should be clicked to proceed and the 'Close' button to exit. The main content area is divided into four sections: 'User Account Functions', 'Group Functions', 'System Functions', and 'System Reports'. Each section contains a list of radio button options. At the bottom of the page are two buttons: 'Submit' and 'Close'.

System Administration Menu

Menu Help Print Exit

This page allows the user to select an option to process system administration functions. For User Account Functions, please provide an AKO User ID before proceeding. For Group Functions, please select a group name. For System Functions, please provide a UIC.

- Click **“Submit”** to proceed. Click **“Close”** to exit the page and return to the Main Menu.

User Account Functions

AKO User ID:

- ☐ Add User Account
- ☐ Modify User Account - Unit Profile
- ☐ Modify User Account - Access Control
- ☐ Lock/Unlock User Account
- ☐ Remove User Account
- ☐ Delegate Workflow Role

Group Functions

Group Name :

- ☐ View Group

System Functions

Associated UIC:

- ☐ Modify Unit Hierarchy
- ☐ Create/Modify Unit Access Control Template
- ☐ Personnel Service Center

System Reports

- ☐ Remove Inactive Accounts
- ☐ Failed Login Attempt Audit
- ☐ View Audit Reports
- ☐ View Workflow Accounts

Submit Close

“User Account Functions”

Enter the Users AKO Account

User Account Functions

AKO User ID:

- ☒ Add User Account
- ☐ Modify User Account - Unit Profile
- ☐ Modify User Account - Access Control
- ☐ Lock/Unlock User Account
- ☐ Remove User Account
- ☐ Delegate Workflow Role

Select an option by clicking the corresponding radio button.

Click Submit to Proceed



Add User Account - Unit Profile



This page allows the administrator to add the user's unit profile. Please enter or select the requested data. (*) denotes a required field.

- Click "Submit" to proceed. Click "Reset" to clear the fields. Click "Close" to exit the page.

User Information			
Name:		SSN:	
User ID:	MEGAN.LENT	e-Mail Address:	MEGAN.LENT@us.army.mil
Phone Number:		Rank:	
*Workflow Role:	<input type="text" value="Select One"/>		
*User Role:	<input type="text" value="Select One"/>		
Unit Profile Information			
*Associated UIC:	<input type="text"/>		
*Start Date:	<input type="text"/>	*End Date:	<input type="text"/>
Supervisor/Leader/Manager Information			
*Name:	<input type="text"/>	*Phone Number:	<input type="text"/>
Access Control Information			
*Unit Template	<input checked="" type="radio"/>		
*User Specific	<input type="radio"/>		

Submit

Reset

Close



Add User Access Control



This page allows the administrator to add access control for the selected user. Please enter or select the requested data.

- Click **"Submit"** to proceed. Click **"Close"** to return to the System Administration Menu.

User Information		
Name: LENT, UNKNOWN	SSN:	
User ID: MEGAN.LENT	e-Mail Address: MEGAN.LENT@us.army.mil	
Phone Number:	Rank:	PGrade:
Access Control at Associated Unit: W1ECZK		
Available Functions - Groups	ADD DEL	Assigned Functions - Groups
AEA - FIELD LEVEL ASVAB/AFCT scores - FIELD LEVEL Address - FIELD LEVEL Arrival Date Correction - FIELD LEVEL Assignment Considerations - FIELD LEVEL Assignment History - FIELD LEVEL Briefing Attendance - FIELD LEVEL		
Access Control at Sub-Unit(s): View Unit Hierarchy		
Available Functions - Groups	ADD DEL	Assigned Functions - Groups

Submit **Close**



Modify User Account - Unit Profile



This page allows the administrator to modify the selected user's unit profile. (*) denotes a required field.

- Click **"Submit"** to proceed. Click **"Close"** to return to the System Administration Menu.

User Information			
Name:	ENGLISHROSS, COLLEEN	SSN:	
User ID:	COLLEEN.ENGLISHROSS	e-Mail Address:	COLLEEN.ENGLISHROSS@us.army.mil
Phone Number:		Rank:	
		PGrade:	
Unit Profile Information - Associated UIC: W1ECZK			
*Workflow Role:	<input type="text" value="NONE"/>		
*User Role:	<input type="text" value="USER"/>		
*Start Date:	<input type="text" value="20041014"/>	*End Date:	<input type="text" value="20051014"/>
Supervisor/Leader/Manager Information			
*Name:	<input type="text" value="X"/>	*Phone Number:	<input type="text" value="X"/>

Submit

Close



Modify User Account - Access Control



This page allows the administrator to modify the previously selected access control for the user.

- Click "Submit" to proceed. Click "Close" to return to the System Administration Menu.

User Information			
Name:	ENGLISHROSS, COLLEEN	SSN:	
User ID:	COLLEEN.ENGLISHROSS	e-Mail Address:	COLLEEN.ENGLISHROSS@us.army.mil
Phone Number:		Rank:	
PGrade:			

Access Control at Associated Unit: W1ECZK	
Available Functions - Groups	Assigned Functions - Groups
<div></div>	<div>AEA - FIELD LEVEL ASVAB/AFCT scores - FIELD LEVEL Address - FIELD LEVEL Arrival Date Correction - FIELD LEVEL Assignment Considerations - FIELD LEVEL Assignment History - FIELD LEVEL Briefing Attendance - FIELD LEVEL</div>

Access Control at Sub-Unit(s): View Unit Hierarchy	
Available Functions - Groups	Assigned Functions - Groups
<div>AEA - FIELD LEVEL ASVAB/AFCT scores - FIELD LEVEL Address - FIELD LEVEL Arrival Date Correction - FIELD LEVEL Assignment Considerations - FIELD LEVEL Assignment History - FIELD LEVEL Briefing Attendance - FIELD LEVEL</div>	<div></div>

Submit

Close



Lock/Unlock User Account



This page allows the administrator to lock or unlock the selected user's account by checking the corresponding checkbox.

- Click **"Submit"** to proceed. Click **"Close"** to return to the System Administration Menu.

User Information			
Name:	LENT, UNKNOWN	SSN:	
User ID:	MEGAN.LENT	e-Mail Address:	MEGAN.LENT@us.army.mil
Phone Number:		Rank:	PGrade:
Associated Unit:	GOARMY	Workflow Role:	NONE
Supervisor/Leader/Manager Information			
*Name:	EDS	*Phone Number:	703-742-2116
<input type="radio"/> Lock <input checked="" type="radio"/> Unlock			

Submit

Close



Remove User Account



This page allows the administrator to remove the selected user's account from the database.

- Click **"Submit"** to proceed. Click **"Close"** to return to the System Administration Menu.

User Information

Name: LENT, UNKNOWN

SSN:

User ID: MEGAN.LENT

e-Mail Address: MEGAN.LENT@us.army.mil

Phone Number:

Rank:

PGrade:

Associated Unit: GOARMY

Workflow Role: NONE

Supervisor/Leader/Manager Information

Name: EDS

Phone Number: 703-742-2116

Submit

Close

